



# City of Seat Pleasant, Maryland

---

**APPROVED**  
**FY 2017**  
**BUDGET**

---

## Table of Contents

<b>I.</b>	<b>City Council’s Letter of Transmittal.....</b>	<b>Page A1-A4</b>
-----------	--	-------------------

## **II. General Government Revenues**

Taxes .....	Page 1
Licenses & Permits.....	Page 1
Federal, State and County Shared Revenues.....	Page 1
Revenues for City Services.....	Page 2
Special Trash Pickup.....	Page 2
Cable TV.....	Page 2
Fines and Forfeitures .....	Page 2
Revenues from Interest Income .....	Page 2
Other Revenues .....	Page 3
Sale of Land & Equipment.....	Page 3
Other Financing Sources.....	Page 3 - 4

## **III. General Governments Expenditures**

Elected Officials, City Council.....	Page 5 - 7
City Clerk .....	Page 8 - 10
Elected Officials, Mayor.....	Page 11 -12

City Administration .....	Page 13 - 16
Economic and Community Development.....	Page 17
Finance Department.....	Page 18 - 20
Police.....	Page 21 - 25
Code Enforcement.....	Page 26- 28
Nuisance & Abatement.....	Page 29 - 30
Community Services.....	Pages 31 - 34
Public Works .....	Page 35 - 40
Community Development Block Grant.....	Page 41

#### **IV. Enterprise Fund**

Refuse Collections .....	Pages 42
--------------------------	----------

#### **V. Capital Improvement and Outlay Projects.....Pages 43 - 45**

#### **VI. Speed Camera Section.....Pages 46 – 47**

#### **VII. Reserve Fund Balance.....Pages 48**

#### **VIII. Central Stores.....Pages 49 - 50**



## **City Council's Transmittal Letter April 4, 2016**

We are pleased to present the approved budget for the City of Seat Pleasant for Fiscal Year 2017. The budget plots the course of the City for the coming year. After the inception of the new fiscal year on July 1, 2016, Seat Pleasant will be celebrating its 85<sup>th</sup> Anniversary on May 7, 2016. Given, the challenging economic times we are in, this approved budget takes great pains to provide our City residents with the services they expect and deserve from a, "*City of Excellence*". For us, the budget is intended to serve as a guide for our City operations for the next fiscal year, in accordance to the priorities that we have identified for the organization. While our budget is lean, it is not all gloom and doom, as we have been able to make strategic increases in areas that will help the City move forward, while watching the overall growth in our budget.

Given the problems we are facing in our current national recession, it has had a severe impact on our City budget. Property Tax revenues, which compose the largest part of our current budget at 32%, generate approximately 16.4 % less than in Fiscal Year 2012. In order for us to spend within our means we had to make reductions in our operations in order to balance the current budget. There is no increase in the City's tax rate for the 2017 budget. Additionally, the Approved Fiscal Year 2017 budget aims to address the following strategic priorities agreed upon by the Council:

### **Key Strategic Priorities**

1. Manage City resources in an open, transparent and fiscally sound manner.
2. Enhance our public safety to reduce crime and improve the perception of the community.
3. Improve educational outcomes by partnering with local schools.
4. Increase focus on economic development to attract and retain quality businesses and community organizations.
5. Remain a sustainable *City of Excellence* and promote Seat Pleasant as a safe and green community.
6. Strengthen and improve community programs that will educate our residents.

The Fiscal Year 2017 expenditure budget is \$3,706,658 an increase of \$186,824 compared to Fiscal Year 2016 of \$3,519,834. This represents a 5.31 % increase in the City's General Fund Budget. Listed below is a budget breakdown by activities that shows it's percentage of the Fiscal Year 2017 Approved Budget.

<b>Activity</b>	<b>FY 2017 Amount</b>	<b>FY 2016 Amount</b>	<b>Percentage Increase/ (Decrease)</b>
City Council	111,540	145,608	-23.40%
City Clerk	111,776	77,028	45.11%
Mayor	23,477	28,148	-16.59%
City Administration	861,098	845,127	1.89%
Economic Development	70,000	35,000	100.00%
Finance	256,953	224,888	14.26%
Public Safety	1,022,054	1,038,162	-1.55%
Public Works	910,360	875,198	4.02%
Community Development	150,000	118,000	27.12%
Community Services	189,400	132,675	42.75%
Total	3,706,658	3,519,834	5.31%

It should be noted that the total cost of the following departments: Police, Public Works, and Community Services includes the funds reflected here and in their respective sections highlighted in the Capital Improvement & Outlay and Camera Sections on pages 43 – 47.

#### Revenue Summary

Real Property Taxes have traditionally been the City's largest revenue source. As you know, two years ago the City of Seat Pleasant has had all of our property values reassessed by the Maryland State Department of Assessments and Taxation. Next year we have estimated our Property Tax Revenues at \$1,460,216. Personal Property Taxes the city's next largest revenue source is expected to generate \$1,182,581.

Personal Property Taxes are the taxes paid by businesses on the property and inventory they own in the City. The Personal Property Taxes almost generate the amount we receive from Real Property Taxes. This is a significant development for the City and our residents, because this was the Mayor and City Council's intent when we set our Personal Property Tax rate, at its current rate of \$11.00 per \$100 of assessed value of inventory, equipment, and the Real Property Tax Rate at its current rate of .58¢ per \$100 of assessed value. We wanted our business community to contribute to the City's coffers, as well, which will help reduce the City's reliance on Real Property Tax revenues.

In the 2017 Approved Budget the city will be utilizing another source of revenue and that is funds from our Speed Camera Program. This program will allow us to experience a significant reduction in speeding in our City and at the same time generate revenue that can only be used for city wide public safety improvements. Hence a Speed Camera section appears to the Fiscal Year 2017 Approved Budget.

As always, we have asked our staff to continue to focus on researching and applying for grant funds that will further help the City work toward achieving our strategic goals. I am confident that with the diligence of our staff we will see an increase in grant funds in future years. The Fiscal Year 2017 budget has approximately \$420,632 budgeted in grant funds.

#### Expenditure Summary

During Fiscal Year 2013 budget development process all City departments and operations, were asked to reduce their budgets by 10%. After reviewing the expenditure reductions, the City was able to achieve a total reduction of \$326,615. With these identified savings, we made sure that our expenses were in line with our revenues and that we funded those items that were priorities for the City operations. In addition to these operational reductions, the Fiscal Year 2014 budget resulted in the establishment of a central store process for the ordering of supplies. It was intended to provide supplies and materials required and used in the operation of the city on a daily and more effective basis. In the continuation of this effort all paper, office maintenance contract and telephones in the Fiscal Year 2015 Approved Budget was consolidated in the City Administrator's budget. All gasoline vehicle and equipment maintenance was transferred to the Public Work Department. The underlying rationale for these initiatives was to isolate in one location in the budget the total cost of these items. In Fiscal Year 2016, the health insurance was consolidated in the City Administration budget.

As was pointed out earlier, also reflected in the document is a Capital Improvement and Capital Outlay Section to be funded with Prior Year Speed Camera Funds and a bank loan and or lease agreement and general fund revenues. This initiative has enabled us to develop a better financial framework for funding long term capital projects with long term funding sources such as leasing or a loan. In the case of speed camera funds this initiative has enabled us to fund onetime non recurring expenditures with onetime non recurring revenues.

The City has been fortunate, that we have not had to furlough or layoff employees due to budget problems. The approved budget continues that tradition. In Fiscal Year 2017, the City Council's approved Budget reflects keeping the City's spending with the Fiscal Year 2017 projected revenues by giving all the departments a targeted budget. In concert with this strategic goal above, the 2017 Approved Budget also stresses building back up the City's reserves back to where it was at end of Fiscal Year 2013. At that time the City's reserve

was 3.4 million dollars and the city was pursuing a course of action of leveraging the City's reserve to obtain more resources from the Federal, State and County governments and private partnerships. In Fiscal Year 2013 had the City applied for a credit rating, it would have been given a credit rating of a double A. This reflects the second highest credit rating.

Just to share with you a little history from fiscal year 2014 to present. In Fiscal Years 2014 and 2015, the City used \$1,388,480 of its reserve primarily for the following items.

1. To acquire the Gaskings Property
2. To demolish the Feggan Center
3. To purchase and construct a new Police Center

If we were to attempt to obtain a crediting rating after Fiscal Year 2015, we probably would have been granted a credit rating of single A which is a down grading of one level from a Double A noted above. A down grading in our credit rating will result in the following consequences detrimental to the residents of the city.

1. An increase in our interest cost for borrowing purposes
2. A hampering of our ability to leverage our reserve to obtain Federal, State and County grants
3. A reliance on the city to use its resources such as raising taxes

In summary the City Council's Approved 2017 Budget reflects reversing the trend of using the city reserve in an imprudent way, leveraging the city resources, building up the city's "rainy day" funds and encouraging the use of private public partnerships.

Expenditures for personnel related items include the following:

- 1) A 1% cost of living increase for all city employees.
- 2) Split the Payroll Manager job function into two separate positions that include the Accounts Payable Specialist and Payroll Specialist in the Finance Department.
- 3) Created a Director of Community Services position.
- 4) Reclassification of Clerical Laborer position to a Level 1 Labor/Gardner position.

Additionally, employee training is important for our employees and this budget includes \$12,500 for employee development. The City Administrator will continue to develop a schedule of training that will impact all City

employees from Customer Service to Time Management and Business Writing. However, the department will be focusing on training to develop its employee skill set in his/her respective areas. Again let me reiterate there are again a Capital Improvement and Outlay Plan Section and A Speed Camera Section in the Approved Fiscal 2017 Budget. This is being done to provide technological enhancements in departments and to allocate speed camera fund more efficiently. The approved budget continues to fund Special Projects in the Police Department to combat citywide issues that arise. One such city wide issue is border patrolling along Eastern Avenue corridor to combat crime along adjoining jurisdictions.

### **Conclusion**

As you know, the budget process is an annual process which includes participation by our department heads and staff. The Mayor would especially like to thank the Assistant Treasurer and staff for their commitment to the process, due to unusually tough conditions in this upcoming budget year. We have tried to balance cost of the delivering services by reducing expenditures in our operations and indentifying new revenue sources. These efforts that help us achieve a balanced budget, address our strategic priorities and protect the long-term health and wealth of the City of Seat Pleasant.



# MAYOR AND CITY COUNCIL

## *Line Item Format*



*A City of Excellence*

---

***APPROVED***  
***FY 2017 REVENUES***

**CITY OF SEAT PLEASANT, MARYLAND**  
**APPROVED**  
**FY2017 REVENUES BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 9 MONTHS ACTUAL</b>	<b>FY 2016 APPROVED BUDGET</b>	<b>FY 2016 8 MONTHS ACTUAL</b>	<b>FY 2017 APPROVED BUDGET</b>
<b>TAXES</b>					
4000-00	Real Property Taxes	1,357,238	1,303,379	1,435,141	1,460,216
4001-00	Personal Property Taxes	1,090,354	1,084,898	716,025	1,182,581
4000-50	Penalties & Interest	6,101	10,456	3,908	16,335
4000-10	Tax Credit–Excess Credit (A)		-4,200	0	-4,200
4003-00	Admission & Amusement		500	100	500
4010-00	Highway – Shared User	53,604	23,461	64,706	61,584
4015-00	Police – State Aid	50,632	30,001	32,906	63,307
4005-00	Income Taxes	141,391	155,463	131,836	185,966
	<b>Subtotals</b>	<b>2,699,320</b>	<b>2,603,958</b>	<b>2,384,622</b>	<b>2,966,289</b>
<b>LICENSES &amp; PERMITS</b>					
4323-00	Liquor Licenses		700		500
4321-00	Business Licenses	45,875	45,875	44,115	44,000
4322-00	Single Family Rentals Licenses	1,275	810	300	1,000
4313-00	Building Permits	924	1,000	4,069	3,022
	<b>Subtotals</b>	<b>48,074</b>	<b>48,385</b>	<b>48,484</b>	<b>48,522</b>
4310-00	Comm. Dev. Block Grant		118,000	111,313	150,000
4220-00	County Business Licenses	606	1,000	1,192	1,931
4110-00	County Bank Stock Tax		2,563		2,563
4105-00	County Disposal Fee	11,208	14,944	7,472	14,944
4381-00	MD Smart Energy Grant		95,000		
4364-00	GOCC Grant		40,000		
4367-00	Bus Shelter Grant		1,000	1,003	1,194
4366-00	COPS Grant				
4373-00	Community Legacy <sup>E</sup>		100,000		
4401-00	Open Space <sup>E</sup>		150,000		250,000
	<b>Subtotals</b>	<b>11,814</b>	<b>522,507</b>	<b>120,982</b>	<b>420,632</b>

**CITY OF SEAT PLEASANT, MARYLAND**  
**APPROVED**  
**FY2017 REVENUES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
4601-00	Copier/Fax and Misc Income	10,974	100	3,617	100
4603-00	Sale of Maps & Publications		300		300
	<b>Subtotals</b>	<b>10,974</b>	<b>400</b>	<b>3,617</b>	<b>400</b>
4501-00	<b>SPECIAL TRASH PICKUP</b>		500		500
	<b>Subtotal</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>500</b>
	<b>CABLE TV</b>				
4333-00	Comcast Fees	13,931	13,283	13,708	13,283
4334-00	Verizon Fees	16,906	15,572	25,116	15,572
	<b>Subtotal</b>	<b>30,837</b>	<b>28,855</b>	<b>38,824</b>	<b>28,855</b>
	<b>FINES AND FOREITURES</b>				
4506-00	Vehicle Releases			9,477	
4701-00	Parking Citations	6,569	2,000	560	2,000
4702-00	Housing Codes	5,086	15,000	12,247	21,690
4703-00	Seizure Funds		3,500	564	1,000
4704-00	Speed Cameras	95,416	100,000	117,171	155,000
	<b>Subtotals</b>	<b>107,071</b>	<b>120,500</b>	<b>140,019</b>	<b>179,690</b>
	<b>REVENUES FROM INTEREST INCOME</b>				
4800-00	Interest (B)	218	10,000	663	2,000
	<b>Subtotals</b>	<b>218</b>	<b>10,000</b>	<b>663</b>	<b>2,000</b>
	<b>RENTAL CONCESSION</b>				
4801-00	Rental from Parcel 51	2,080			
4604-00	Rental from Goodwin Park			600	
4802-00	Rental from Church	4,500	18,000	5,355	
4805-00	Rental from Barbershop	9,600	14,400	8,750	15,000
	<b>Subtotals</b>	<b>16,180</b>	<b>32,400</b>	<b>14,705</b>	<b>15,000</b>

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 REVENUES BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 9 MONTHS ACTUAL</b>	<b>FY 2016 APPROVED BUDGET</b>	<b>FY 2016 8 MONTHS ACTUAL</b>	<b>FY 2017 APPROVED BUDGET</b>
<b>OTHER REVENUES</b>					
4655-00	Vending Machines	25	700		700
	<b>Subtotals</b>	<b>25</b>	<b>700</b>	<b>0</b>	<b>700</b>
<b>SALE OF LAND AND EQUIPMENT</b>					
4625-00	Sale of General Fund Equipment				
4426-00	Sale of Seizure Fund Equipment				
	<b>Total Revenues</b>	<b>2,924,513</b>	<b>3,369,205</b>	<b>2,646</b>	<b>3,662,588</b>
	<b>Total Expenditures</b>		<b>3,519,834</b>	<b>2,646,315</b>	<b>3,706,658</b>
<b>Other Financing Sources</b>					
4905-00	Proceeds From Prior Years Seizure Funds *				44,070
4900-00	Proceeds From Bond				
4902-00	Refuse Fund Payback (C)	38,804	51,739	38,804	
4903-00	Allocation from Fund Bal.(D)				
4904-00	Other Financing Source	58,345	99,890	58,345	
	<b>Total Revenues &amp; Other Financing Sources</b>	<b>2,756,980</b>	<b>3,519,834</b>	<b>3,021,662</b>	<b>3,706,658</b>

Footnote: The prior year's seizure funds are restricted for the funding of the purchase of police body cams.

FOOTNOTES

- A) TAX REDUCTION GIVEN TO HOMEOWNERS ON THEIR ASSESSMENTS WHEN IT EXCEEDS 15% OF PRIOR YEAR.
- B) INTEREST ON INVESTMENTS
- C) MONIES OWNED TO THE GENERAL FUNDS FROM THE REFUSE FUNDS
- D) FUNDS ALLOCATED FROM FUND BALANCE
- E) GRANT THAT CITY IS APPLYING FOR FUNDING



**A City of Excellence**

***APPROVED***  
***FY 2017 EXPENDITURES***



*Elected Officials  
And  
City Clerk*

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2016 EXPENDITURES BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 9 MONTHS ACTUAL</b>	<b>FY 2016 APPROVED BUDGET</b>	<b>FY 2016 8 MONTHS ACTUAL</b>	<b>FY 2017 APPROVED BUDGET</b>
<b>ELECTED OFFICIALS CITY COUNCIL</b>					
1-5100	Salary	24,771	34,125	24,639	34,125
1-5000	Cost of Living		342		0
1-5105	FICA	2,487	2,637	2,159	2,611
1-5110	Workmen's Compensation	24	68	(36)	68
1-5227	Professional Development	49,519	57,820	14,787	47,820
1-5250	Association Dues	435	1,400	25	1,400
1-5254	Collaboration or Partnership		500		500
1-5977	PGCMA Meeting		0		1,500
1-5355	Insurance Public Officials	13,916	13,916	9,896	13,916
1-5450	Supplies	917	2,500	866	2,500
1-5500	Service Expense	21,000	25,200	5,400	0
1-5601	Constituent Services	183	2,100	996	2,100
1-5602	Strategic Planning	3,399	5,000		5,000
<b>Total</b>		<b>116,651</b>	<b>145,608</b>	<b>58,732</b>	<b>111,540</b>

**ACCOMPLISHMENTS FOR FISCAL YEAR 2016**

- Enacted legislation to demolish blight homes in the City of Seat Pleasant.
- Approved funding for the relocation of the Police Department.
- Approved funding for the demolition of the Feggan Center to eliminate a costly and unsightly structure.
- Approved funding for the acquisition of two properties located in the Martin Luther King Corridor.
- Conducted a series of meeting with the State Highway Department officials to obtain 2.4 millions in landscaping improvements on Martin Luther King Highway.
- Hosted a mock City Council meeting with students of Seat Pleasant Elementary School.
- Hosted a meeting with Prince Georges County Municipal Association to exchange ideas and solutions with other municipal officials in Prince Georges County.
- Worked with Maryland –National Parks Planning to host an event kicking off the release of the Kelvin Durant tennis shoe and to brand the city of Seat Pleasant as the boyhood home of National Basketball Association Most Valuable Player.



## **GOALS AND OBJECTIVES FOR FISCAL YEAR 2017**

- To formulate policies and ordinances to guide the orderly administration of the city.
- To determine the optimal use of tax dollars and other funding sources needed for the delivery of public services.
- To conduct public hearings to provide citizens with opportunities to voice their opinions.
- To participate in conferences, forums and meeting with municipal, county, state and federal official to obtain funding for city services.
- To conduct ward meetings and forums to keeps constituency inform of city issues and activities.
- To respond to citizens demand for services and information.
- To obtain funds for new government center building.

## **SALARY**

This line item represents funds allocated for the salaries of the City Council members based on the survey of surrounding jurisdictions.

## **COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase for the current staff.

## **PROFESSIONAL DEVELOPMENT**

Training and professional development is a strategic focus for the City. This line item represents funds allocated for the Council members to attend conferences such as the Maryland Municipal League and National League of Cities conferences plus per diem, lodging, and travel related to these conferences and mileage reimbursement in excess of 50 miles when vehicles are used. Each councilmember is limited to \$6,831. Funds in this line item would be used to provide training for Council members in the following areas: 1) Legislative Policy Development, 2) Constituent Services, 3) Workplace Safety, 4) Strategic Planning and 5) Public Accountability.

## **ASSOCIATION DUES**

This line item represents funds allocated to pay municipal and other association dues.

## **INSURANCE - PUBLIC OFFICIALS**

This line item represents funds allocated for the protection of the City Council members in case of any litigation.

## **COLLABORATION OR PARTNERSHIP**

These funds are budgeted for the annual Tri-City meeting with Seat Pleasant, Capitol Heights and Fairmount Heights.

## **TELEPHONES**

This line item represents funds allocated for cellular communication equipment and monthly service. This line item has been transferred to City Administrator Budget.

## **CONSTITUENT SERVICES**

This line item reflects funds allocated for activities in the city's wards and supplies for public meeting.

**SUPPLIES**

This line item represents funds allocated to provide for the procurement of supplies incidental to the operation of the department.

**STRATEGIC PLANNING**

In Fiscal Year 2014, the City Council began a Strategic Planning Process. Hence these funds anticipate that the Council will conduct additional follow-up to develop a full strategic plan that will become a part of our organization and serve as a guide for the long term development of the City.

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 9 MONTHS ACTUAL</b>	<b>FY 2016 APPROVED BUDGET</b>	<b>FY 2016 8 MONTHS ACTUAL</b>	<b>FY 2017 APPROVED BUDGET</b>
<b>CITY CLERK</b>					
2-5100	Salary	39,231	51,155	35,750	51,667
2-5001	Merit Increase				
2-5000	Cost of Living		512		517
2-5105	FICA	3,009	3,953	2,727	3,992
2-5110	Workmen's Compensation	40	38	(20)	
2-5112	Maryland Unemployment	(48)	165		
2-5114	Health Insurance	2,315			
2-5130	Election Expense		500		25,000
2-5250	Association Dues	235	305	180	600
2-5251	Legal Notices	9,130	14,400	1,005	20,000
2-5277	Public Meeting Supplies				2,500
2-5450	Supplies	593	1,000	193	2,000
2-5600	Training and Staff Development	1,905	5,000	1,584	5,500
<b>Total</b>		<b>56,410</b>	<b>77,028</b>	<b>41,419</b>	<b>111,776</b>

**SIGNIFICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2014**

**Recording of Council Meetings**

1. City Council Strategic Work Shop held in May 2013 requested City Council meetings to be recorded. The recordings began December 2011.
2. Maintain recorded meetings in written, audio and electronic format.

**Records Management**

1. Location of City Records from 1970's

**City Code Update**

1. Consult with City Attorney on city code issues;
2. Met with General Code Publisher representatives regarding codifications services;
3. Compile City resolutions and ordinances from 2009 to present

## **GOALS AND MANAGEMENT OBJECTIVES FOR FISCAL YEAR 2017**

**GOAL 1:** To facilitate timely access to public records and information.

**OBJECTIVE 1:** Facilitate maintenance and retrieval of city records within a centralized imaging system.

**OBJECTIVE 2:** Provide public information as required by law.

**GOAL 2:** Update City Code and Charter if Council makes any amendments.

**OBJECTIVE 1:** To submit the proposal request of City Charter and City Code to General Code for pricing on updates for Adopted City Charter and City Coode Amendments.

**GOAL 3:** To achieve MMC Designation by continuing education requirements.

**OBJECTIVE 1:** To attend IIMC, Region II Conferences for mandatory Parliamentary training to obtain required credits for certification.

**GOAL 4:** To seek training on additional features that the City Websites offer.

**OBJECTIVE 1:** To schedule training on Agenda Center currently offered on the City Website to provide savings to the City on selecting a vendor to provide the Agenda Management services.

**GOAL 5:** To seek electronic Records Management Program and update of approved Records Retention Schedule.

**OBJECTIVE 1:** To seek a records management program that may provide assistant in an electronic format for each department list of retention and disposal schedule in accordance to the approved schedule.

**OBJECTIVE 2:** To seek an update on approved Records Retention Schedule to include e-mail and electronic documents in accordance to training class held on Wednesday, January 15, 2014.

**SALARY**

This line item represents funds allocated for the salary of the following:

City Clerk                      \$51,667

**MERIT INCREASE**

This line item represents funds for merit increases that are contingent upon a successful employee evaluation.

**COST OF LIVING**

A 1% cost of living will be granted.

**CAPITAL OUTLAY**

All capital outlay and improvement items are reflected in the Capital Improvement and Outlay Section of the City's Budget.

**ASSOCIATION DUES**

This line item represents funds allocated to pay association dues.

**NOTICES**

This line item represents funds allocated to insure sufficient public notice and to meet legal requirements for City ordinances and resolutions, charter amendments, special meetings and hearings, and elections.

**MEETINGS**

This line item has been incorporated into to the office supplies line item in the City Administrator's Budget.

**SUPPLIES**

This represents funds allocated to provide for the procurement of supplies incidental to the operation of this department.

**ELECTION EXPENSE**

This line item represents funds allocated for the election for the seat of Mayor and City Council which is required by the City Charter to be held on the 2<sup>nd</sup> Monday of September every four years. This election cycle will be held on September 12, 2016. The funds will cover rental and delivery cost for six voting machines, printing of ward election and absentee ballots, election staff, Board of Election mailing for Voter Notification Cards to registered Seat Pleasant voters, Board of Election supervisors and poll workers, food and beverage for election and poll staff on Election Day and the public Seating-In Ceremony. The Clerk of the Court may request payment for performing the ceremony. The total expected cost is \$25,000.

**TRAINING AND STAFF DEVELOPMENT**

This line item also represents funds allocated for the City Clerk to attend the International Institute of Municipal Clerks, Municipal Clerks Association, Maryland Municipal League, and other professional conferences, training and local travel.

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
<b>ELECTED OFFICIALS MAYOR</b>					
3-5100	Salary	4,570	7,664	4,874	7,664
3-5000	Cost of Living		77		0
3-5105	FICA	459	580	451	586
3-5110	Workmen's Compensation		217	(36)	217
3-5500	Service Expense	3,300	3,600	600	0
3-5227	Professional Development	6,145	8,260	631	7,260
3-5250	Association Dues	3,472	800	100	800
3-5253	Promotional Activities		5,000		5,000
3-5355	Insurance Public Officials	700	700	498	700
3-5450	Office Supplies	1,236	1,250	156	1,250
<b>Total</b>		<b>19,882</b>	<b>28,148</b>	<b>7,274</b>	<b>23,477</b>

**SALARY**

This line item represents funds allocated for the following.

**COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase.

**PROFESSIONAL DEVELOPMENT**

Training and professional development is a strategic focus for the City. This line item represents funds allocated for the Mayor to attend the Maryland Municipal League, National League of Cities Conferences, Maryland Mayors and Black Mayor's Conference and per diem, lodging, travel related to these conferences and mileage reimbursement in excess of 50 miles when a vehicle is used, funds in this line item would be used to provide professional development in the following areas: 1) Executive Leadership, 2) Constituency Services, 3) Strategic Planning and 4) Economic Development.

**PROMOTIONAL ACTIVITIES**

This line item represents funds allocated to promote the City of Excellence. All the events will advertise as city event promoted and planned by both the Mayor and the City Council. Highlighted on the previous page under significant budget changes are approved activities under this line item.

**INSURANCE - PUBLIC OFFICIALS**

This line item represents funds allocated for the protection of the Mayor in case of any litigation.

**OFFICE SUPPLIES**

This line item represents funds allocated to provide for the procurement of supplies incidental to the Mayors Office.



# *City Administration*



**CITY OF SEAT PLEASANT, MARYLAND**  
**APPROVED**  
**FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 9 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
<b>CITY ADMINISTRATOR ADMINISTRATION</b>					
4-5100	Salaries	171,837	157,090	115,634	208,653
4-5001	Merit Increase				2,000
4-5001	Cost of Living		1,571		2,087
4-5003	Employee Appreciation	2,291	3,000	2,450	3,000
4-5125	Retirement Funds		20,000		20,000
4-5105	FICA	10,871	12,138	8,432	15,962
4-5110	Workmen's Compensation	2,090	3,155	(1,680)	3,155
4-5112	Maryland Unemployment	(325)	1,600		1,600
4-5114	Health Insurance	2,135	113,558	65,220	161,760
4-5250	Association Dues	2,149	3,000	250	3,000
4-5349	Ethics Board				500
4-5350	Insurance	22,272	25,976	18,471	25,976
4-5400	Copier Contract	24,509	43,639	33,590	41,139
4-5453	Paper	5,000	5,000	1,618	5,000
4-5450	Supplies	10,200	10,000	9,660	10,000
4-5475	Postage	3,909	5,000	2,838	5,000
4-5500	Telephones	30,839	50,000	28,790	50,000
4-5501	Local Travel	20	200		200
4-5600	Training and Staff Development	4,613	10,000		12,500
4-561	Recruitment and In Serv. Drug Prg.		2,000		2,000
4-5602	Strategic Planning				
4-5604	Legislative Breakfast	757			
4-5605	Special Occasions	493	1,000	81	1,000
4-5675	Utilities	12,520	19,000	14,005	19,000
4-5979	Contingency Fund	11,378	176,200	23,213	127,116
4-6010	Legal Fees	15,449	40,000	24,169	40,000
4-6019	IT Support	31,184	40,000	23,499	40,000
4-6017	Contractual Services	20,885	65,000	46,585	45,000
4-6232	Special Events				
4-5603	Council of Government		5,000		5,000
4-5253	Promotional Activities		10,000	606	6,500
4-6018	Cleaning Contract		18,000	14,216	
4-5251	MML Membership Dues		4,000	3,924	4,000
<b>Total</b>		<b>385,076</b>	<b>845,127</b>	<b>435,571</b>	<b>861,098</b>

**ACCOMPLISHMENTS OR CHANGES FOR FISCAL YEAR 2016**

- Held the 4<sup>th</sup> Annual Legislative Breakfast
- Coordination of strategic plan for the city
- Updated the City's Personnel Rules and Regulations Manual
- Implemented an Employee Training schedule
- Received Sustainable Communities Designation for Seat Pleasant from the State of Maryland

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 16 Estimated	FY 17 Estimated
1	Number of Staff Meeting					
2	Staff Personnel Turnover Ratio					
3	Number of general in-house training session provided for staff					

**SALARIES**

This line item represents funds allocated for the salaries paid to 4 fulltime employee:

City Administrator	86,445
Executive Assistant	40,987
Grants/Project Manager	50,000
Receptionist	31,221

**MERIT INCREASE**

This line item represents funds for merit increase that is contingent upon a successful employee evaluation for the City Clerk in the amount of \$2,000.

**COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase for the Administration department.

**INSURANCE AND LEGAL SERVICES**

This line item represents funds allocated for general liability insurance and legal services.

**COPIER MACHINES**

This line item represents funds allocated for maintenance contracts on office equipment such as computers, copiers and fax machines. Additionally, all departmental copier cost is included in this amount.

**LEGAL SERVICE FEE**

This line item represents funds allocated for legal advice on City matters.

**IT SUPPORT**

This line item represents funds allocated for contractual information technology services.

**TELEPHONES**

This line item represents funds allocated for telephone usage (cell phone & landlines) for the City staff and elected officials.

**SUPPLIES**

This line item represents funds allocated to provide for the procurement of office supplies such as files folders, pens, staples and similar incidentals to the to the City Administration department.

**LOCAL TRAVEL**

This line item represents funds allocated for mileage and for minor miscellaneous expenses incurred by Administrative staff on City business.

**PAPER**

This line item represents funds allocated to purchase paper. This item has been separated from office supplies.

**UTILITIES**

This line item represents funds allocated for utility usage for the City Hall building.

**CAPITAL IMPROVEMENTS**

All capital outlay and improvement items are reflected in the Capital Improvement and Outlay Section of the City's Budget.

**CONTRACTUAL SERVICES**

This line item represents funds of \$30,000 to be used for a Human Resources contractor to handle all employee related matters and insurance benefits. Additionally, if future needs for human resources services dramatically increase, the Human Resources contractual position could potentially be converted to a fulltime position. The remaining \$15,000 is to fund activity resulting from charges for Logon ID access, storage units, water supplies and cable.

**BOARD OF ETHICS**

This line item of \$500 represents funds allocated for the Board of Ethics. The President of the Board of Ethics will be required to appear annual before the City Council.

**RETIREMENT FUNDS**

The City is striving toward providing employees with a benefits package that will enhance retention of employees. Therefore, the City will need to conduct a cost benefit analysis of various options for a city retirement fund through the State Retirement and Pension System. The city administrator will explore which offer is financially viable.

**TRAINING AND STAFF DEVELOPMENT**

Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source,

Inc. This line item also represents funds allocated for the Administrative staff to attend one annual professional association conference and professional development and training.

#### **ASSOCIATION DUES**

This line item represents funds allocated for membership in the International City Manager Association and American Society for Public Administration.

#### **RECRUITMENT AND IN SERVICE DRUG TESTING PROGRAM**

This line item represents funds used for random employee and recruitment drug testing.

#### **CONTINGENCY FUND**

This line item represents funds for unanticipated and unforeseen events. No funds from this line item will be expended unless it was approved by the City Council. An amount of \$11,635 is included to for potential increases in the Mayor's and Council salaries but will require a referendum majority vote from the Citizens. Also, a total of \$14,773 is included in the contingency fund in the event that the Human Recourses contractual position is converted to a full-time employee staff position due to a dramatic increase in the needed for human resources services.

#### **PROMOTIONAL ACTIVITIES**

This line item is used to enhance the recognition of the City's name through printed materials, visual aids and events. The following items are promotional item expenditures:

- MML Display and Display Banners for Other Functions/Events
- MML favors (pens, pads, cups, lunch bags, etc)
- Resident Booklet
- Information Cards and city website(Cards that are mailed to residents letting them know of our events, meetings, etc) For example the budget flyer everyone received
- Lapel Pins/Banners
- City Logo Printed Tablecloths

#### **CLEANING CONTRACT**

This line item has been transferred to the Public Works department.

#### **COUNCIL OF GOVERNMENTS**

This line item represents funds allocated for a city wide membership to join the Washington Metropolitan Regional Council of Government. The Washington Metropolitan Regional Council of Governments addresses planning, economic and community development, purchasing, transportation and other critical services on a regional level. No funds will be spent from this line item unless approved by the City Council.



# *Economic & Community Development*

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 7 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
<b>ECONOMIC AND COMMUNITY DEVELOPMENT</b>					
6-5100	Salary				
6-5000	Cost of Living				
6-5105	FICA				
6-5110	Workmen's Compensation				
6-5112	Maryland Unemployment				
6-5253	Promotional Activities				
6-5450	Supplies				
6-5600	Training				
6-6017	Contractual Services	0	35,000	0	70,000
<b>Total</b>		<b>0</b>	<b>35,000</b>	<b>0</b>	<b>70,000</b>

**CONTRACTUAL SERVICES**

The City will hire on an Economic Development Coordinator on a contractual basis.

PERFORMANCE MEASURES						
#	Performance Measures	FY 15 Actual	FY 15 Estimated	FY 16 Actual	FY 16 Estimated	FY 17 Estimated
1	Number of new business locating in the city.	3	5	2	5	5
2	Number of Building Permit issued	13	15	9	17	10



*Finance*

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
<b>FINANCE DEPARTMENT</b>					
5-5100	Salary	147,877	174,072	100,374	204,499
5-5000	Cost of Living		1,741		2,045
5-5001	Salary Upgrades				
5-5003	Employee Appreciation Bonus				
5-5105	FICA	11,825	13,449	7,659	15,801
5-5110	Workmen's Compensation	7,436	1,518	(808)	500
5-5112	Maryland Unemployment	(27)	94		94
5-5114	Health Insurance	1,150			
5-5125	Retirement	1,361	6,624	1,107	6,624
5-5250	Association Dues		240		240
5-5600	Training Staff Development	996	5,150	1,780	7,650
5-6010	Auditing Services	5,750	7,000	3,000	7,000
5-6017	Consultant - Contractual Serv.		15,000		12,500
<b>Total</b>		<b>176,368</b>	<b>224,888</b>	<b>113,112</b>	<b>256,953</b>

**Mission Statement:**

The mission statement of the Finance Department is to provide technical and support services to improve the soundness and stability of the City's financial practices and resources and to foster a financial climate conducive to the obtainment of additional resources for future financing of programs and services.

Therefore, our main purpose is to assist the Mayor and Council in achieving the City's key strategic goals, objectives and priorities of managing the City's resources in an open and transparent and fiscally sound manner. In concert with this key strategic goal, the following goals and objectives are highlighted below.

**Goals and Objectives for Ffiscal Year 2017**

- A) Coordinate the development of the annual budget in accordance with the City Charter using an open and transparent manner
- B) Provide quarterly and monthly financial reviews that entail a line by line examination of the City's operations to ensure prudent financial management
- C) Continue to carefully strategize and build the City's cash reserves by emphasizing careful planning and monitoring of expenditures
- D) To keep developing strong cash management practices by understanding the timing of cash inflows from taxes, licenses and other revenues and then balancing the inflows against expected cash expenditures
- E) Install and test fixed asset system to record and track all vehicles/equipment, building, roads, and infrastructure included in the City's financial records



- F) Continue developing a five year budget operational plan adjusted for inflation noted in the Consumer Prince Index (CPI)
- G) Improve the weekly review, processing and distribution of vendor check to eliminate delay in payment
- H) Promote cross-training of finance staff to ensure efficient coverage of office and effective customer service
- I) Increase the use of green methods such as electronic document transmittal and storage to reduce cost to the City
- J) Promote the professional growth and development of staff who in return will provide more efficient city services

#### **SIGNICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2015**

- Obtained a Unqualified Audit Opinion for Fiscal Year 2015
- Regularly Conduct Overtime Analysis for Police and Public Works Departments
- Provide Department with Bi-weekly Financial Statements
- Generated Cash Disbursement Checks in house at a cost savings to the City

PERFORMANCE MEASURES						
#	Performance Measures	FY 15 Actual	FY 15 Estimated	FY 16 Actual	FY 16 Estimated	FY 17 Estimated
1	Percentages of Invoices Process Electronically	10%	15%	20%	25%	35%
2	Percentage of Approved Purchase Orders Issued by Due Date	92%	90%	96%	95%	97%
3	Percentage of City Revenues Collected Electronically	40%	41%	47%	55%	55%

#### **SALARIES**

This line item represents funds allocated for the salaries paid to 4 full time employees. The positions of Accounting Manager and Accounting Clerk have been consolidated into a new position called the Payroll Manger.

City Treasurer	67,974
Assistant Treasurer	57,325
Payroll Specialist	44,550
Accounts Payable Specialist	34,650

#### **COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase for the current staff. After six months of employment, the Payroll Specialist and Accounts Payable Specialist will receive the 1% COLA contingent upon a favorable employee review.

#### **ASSOCIATION DUES**

This line item represents funds allocated for the Governmental Financial Officers Association.

**TRAINING AND STAFF DEVELOPMENT**

This line item also represents funds allocated for the staff to enhance their skills in the following areas:

1) Budget preparation and management 2) Peach Tree Accounting 3) Payroll Management 4) Business Writing  
5) Fixed Asset Management 6) Fiscal Forecasting 7) Treasury Management

**AUDITING SERVICES**

This line item represents funds allocated to cover the City's annual audit.

**CONSULTANT – CONTRACTUAL SERVICES**

This line item represents funds allocated on an as needed basis to provide technological and in-house training enhancement to the financial accounting system.



# *Public Safety*

**CITY OF SEAT PLEASANT, MARYLAND**  
**APPROVED**  
**FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
<b>POLICE DEPARTMENT</b>					
7-5100	Salaries	346,150	672,506	421,247	698,214
7-5000	Cost of Living		6,725		6,982
7-5001	Salary Upgrades		26,000		
7-5101	Regular Overtime	14,633	20,000	14,626	20,000
7-5101s	Special Project Overtime	18,793	16,979	16,809	16,979
7-5002	Stipends For Reserve Officers		1,000		1,000
7-5105	FICA	30,494	57,439	38,987	56,776
7-5110	Workmen's Compensation	47,908	29,827	(15,886)	29,827
7-5112	Maryland Unemployment	2,351	9,047	1,065	9,047
7-5114	Group Health Insurance	26,386			
7-5176	Vehicle Accidents	196	3,500		3,500
7-5225	Conventions and Conferences	275	1,000		800
7-5232	Neighborhood Watch		1,000		800
7-5250	Association Dues	(75)	1,000	550	800
7-5300	Field Supplies	5,238	10,000	6,992	10,000
7-5450	Office Supplies	3,000	3,000	593	3,000
7-5451	Insurance Auto	19,855	25,500	2,133	25,500
7-5600	Training	9,900	10,485	5,087	10,000
7-5650	Uniforms	5,274	19,000	9,145	17,000
7-5976	Police Resource Center				
7-5677	Water & Sewer		12,000	189	4,500
7-5675	Electric Bill		6,000	3,439	6,500
7-5215	Building & Grounds Maintenance		5,000	999	5,000
<b>Total</b>		<b>530,378</b>	<b>937,008</b>	<b>505,975</b>	<b>926,225</b>

## **Police Dept. 2017 Goals and Objectives**

<b>2017 Statistics</b>			
<b>Calls for service</b>	<b>Reports Written</b>	<b>Arrests Made</b>	<b>Citations Issued</b>

### **2016 Police Department Accomplishments:**

- Ended the third calendar year in a row with a decrease in crime within the City of Seat Pleasant.
- Police Chief became the first City of Seat Pleasant Police Chief to be invited, attend and successfully complete the prestigious FBI National Academy Executive Leadership Course.
- Moved into a new modern police facility.
- Created a state of the art computer based property and evidence management system.
- Through our extensive partnership with our local community and other local municipal police agencies was able to accept and deliver approximately 4,000 cases of water to the residence of Flint Michigan at no cost to the City.
- Increased community outreach by attending and hosting several community events to include but not limited to Faith Based Community Conference, National Night Out, Seat Pleasant Day, Citizens Partnership Advisory Council, Sister Circle, Domestic Violence Campaign, Unity in the Community, Bingo with the Chief, Flint Michigan Water Donation Program, Health Enterprise Zone, etc.

### **Goals for 2017:**

The 2017 goals will be initiated immediately but will be updated and modified throughout the year based on crime trends, weather, staffing levels, etc. They include the following:

- End a fourth year in a row with crime down within the City. This goal will be completed by utilizing community oriented policing practices and proven pro-active policing techniques throughout the year. Officers will continue to conduct high visibility patrol (foot and vehicle), throughout the City, make arrests, conduct traffic stops, and write criminal and traffic citations.
- Increase and continue to maintain high visibility patrol throughout the community. Special emphasis will be placed on problem areas within the City. This goal will be accomplished by utilizing overlap days to conduct foot patrols and pro-active police enforcement within the different wards. Squads of officers will also be assigned to problem areas for thirty days at a time. Officers will be required to spend at least three hours of each shift within their assigned area. Crime trends will be monitored on a regular basis and modifications to this plan will be made to target locations based on this intelligence. During the summer and during holiday seasons overtime will be utilized to supplement police staffing levels.
- Be more active in the community by strengthen our current community partnerships and striving to create new ones. This will be accomplished by attending and hosting more community outreach and training programs.

PERFORMANCE MEASURES							
#	Performance Measures	FY14 Actual	FY 15 Actual	FY 15 Estimated	FY 16 Actual	FY 16 Estimated	FY 17 Estimated
1	Percentage	-18%	213	-5%	222 YTD	-5%	-5%
2	Person		179		166		
3	Property		34		56		

### **SALARIES**

This line item represents the salaries for the current staff.

Chief	79,602
Sergeant	51,355
Corporal	50,274
Corporal	50,253
Police Officer 1 <sup>st</sup> Class	42,016
Police Officer 1 <sup>st</sup> Class	43,638
Police Officer 1 <sup>st</sup> Class	40,581
Police Officer 1 <sup>st</sup> Class	41,621
Police Officer 1 <sup>st</sup> Class	42,827
Police Officer 1 <sup>st</sup> Class	40,581
Police Officer 1 <sup>st</sup> Class	39,458
Private	39,458
Private	39,458
Private (COPS Grant) *	39,458
Administrative Assistant	32,074
Administrative Assistant	32,947

### **COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase for the current staff.

### **REGULAR OVERTIME**

This line item represents funds allocated for compensation of staff to complete work deemed mandatory to complete court, administrative, late arrest, and other functions after a regular forty -hour work week. This line item must be preapproved by the City Administrator.

### **SPECIAL PROJECTS OVERTIME**

This line item represents funds allocated for compensation of staff to conducted overtime for special operations. This line item must be preapproved by The City Administrator.

### **TRAINING AND STAFF DEVELOPMENT**

This line item represents funds allocated for staff to attend training in the following areas: 1)Firearms/Assault Rifles 2)Crisis Management 3)Basic Undercover Operation 4)Crime Mapping 5)Use of Force. Furthermore, the Maryland Police Training Commission requires all law enforcement units to provide 18 hours of approved in-service training per calendar year for each officer at or below the rank of first-line supervisor. This requirement is consistent with the City's key strategic priority for enhancing public safety and reducing crime by ensuring all police officers are adequately trained.

Note: One Private police officer position is partially funded by the COPS grant through 8/31/16.

**CONVENTIONS AND CONFERENCES**

This line item includes funds for attendance at the Annual Chief of Police Convention and other Conferences to include travel expense

**ASSOCIATION DUES**

This line item represents funds allocated for association dues for Maryland Chief of Police, International Chief of Police, and other law enforcement organizations

**NEIGHBORHOOD WATCH**

This line item represents funds allocated for community related crime prevention activities.

**POLICE LIABILITY INSURANCE**

This line item represents funds allocated to cover insurance for police legal liability.

**VEHICLE MAINTENANCE**

This line item represents fund allocated for all auto maintenance, tune-up, tire repair, and windshield repairs, for repairs not covered under warranty. This line item has been transferred to the Public Works Department.

**VEHICLE ACCIDENTS**

This line item represents funds allocated for vehicle repairs covered by the City's insurance or under warranty.

**POLICE RESOURCE CENTER**

This line item represents funds allocated to cover maintenance at the Police Resource Center.

**FIELD SUPPLIES**

This line item represents funds allocated for photo equipment for police evidence, repair to equipment and film for equipment, ammunition for range, traffic cones, first aide supplies, and fire extinguishers.

**STIPENDS FOR RESERVE OFFICERS**

This line item represents fund allocated for stipends for 3 Reserve Officers currently in the City's Reserve Officers Program. The payment of stipends to officers enrolled in the City's Reserve Officers Program is a requirement according to State Statute.

**UNIFORMS**

This line item represents funds allocated for new uniforms, and repair and replacement of worn-out uniforms under a contractual arrangement.

**GASOLINE**

This line item represents funds allocated to cover gas for police department vehicles. This line item has been transferred to the Public Works Department.

**TELEPHONES**

This line item represents funds allocated for telephone usage for the staff. This line item has been transferred to the City Administrator's budget.

**POSTAGE**

This line item represents funds allocated for postage meter purchase and monthly postage charges for official correspondence, notification to individuals of vehicle impoundment, and general deliveries or certified mail.





# *Code Enforcement*

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
	<b>CODE ENFORCEMENT OFFICE</b>				
8-5100	Salary	33,038	42,037	20,486	34,986
8-5000	Cost of Living		421		350
8-5105	FICA	3,075	3,312	1,836	2,703
8-5110	Workmen's Compensation	5,492	1,028	(548)	1,028
8-5112	Maryland Unemployment	(149)	516		516
8-5114	Group Health Insurance				
8-5300	Field Supplies		500	259	500
8-5650	Uniforms				500
8-5600	Training and Staff Development		1,000	50	1,490
<b>Total</b>		<b>41,456</b>	<b>48,814</b>	<b>28,083</b>	<b>42,073</b>

**Mission Statement:**

To enforce the codes and ordinances set forth by the Mayor and City Council and to maintain a minimum level of safety and sanitation for all residents as well as resolve technical issues arising from notice of and respond to citizen complaints, testify in court and protect residents from household/environmental hazards.

**Goals and Objectives:**

1. Obtain certification through the American Association of Code Enforcement in the areas of Property Maintenance, Zoning and Housing Inspection.
2. Identify resources that can be used take proactive actions to decrease or minimize the amount of blight resulting from lack of maintenance on abandon and vacant properties
3. Explore green options that will reduce the amount of discarded recyclable materials cited on business and residential properties
4. Attend conferences in addition to COEZA such as Maryland Municipal League (MML), Maryland National Capital Park and Planning (MNCPP) to learn what innovative technology and strategies other jurisdictions are employing to address the vacant homes, excessive summer vegetation growth and other problems common code problems
5. Develop relationships with other agencies, municipalities, and nonprofits that can assist with developing a viable process that incorporates the Green Concept to address the environmental impact of illegal dumping in City

6. Continue to represent the city in District Court of MD against alleged violators of municipal code.
7. Initiate condemnation procedures on uninhabitable properties.
8. To charge and seek abatement against all food vendors working from vans, car trunks, and pickup trucks without a valid health permit.
9. Enforce handicapped violator parking.
10. Impound all abandoned vehicles.
11. Continue conduct spot checks on all business for sanitation and current licenses.
12. Issue stop work orders for all illegal construction.

### **SIGNIFICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2016**

- Introduced new business and rental license fees to the city
- Worked closely with Prince George's County and Department of Environmental Resources and Maryland Department of the Environment on environmental violations within the city.
- Worked with Prince George's County Inspectors to raze several dilapidated structures within the City
- Obtained a certificate through CEZOA for Mosquito Biology & Control
- Reviewed the city code for to insure that the codes and fines were current and updated.
- Aggressively began inspecting commercial businesses for infestation and other code violations.
- Identified vacant structures within the city that needed repair or needed to be demolished
- Sent out delinquent property tax letters to businesses owners

### **MANAGEMENT GOALS AND OBJECTIVES FOR FISCAL YEAR 2017**

- A. Conduct a senior needs assessment survey throughout the city to gain an understanding of what seniors need help with when handling property maintenance.
- B. Make payment options available via internet for rental properties and businesses to make the annual process more efficient and environmentally friendly.
- C. Create a property maintenance assistant program for seniors.
- D. Create downloadable forms such as, building, rental, business and special activity applications for the City website. Allowing the application process to become more transparent.
- E. Will work to be seen as more of a resource than an obstruction to the residents and commercial community.
- F. Enforce property maintenance code violations, especially those that are brought to my attention through complaints.
- G. Further educate myself by obtaining a certification through AACE/ ICC for Property Maintenance, Housing Inspector and Zoning Inspector.

PERFORMANCE MEASURES						
#	Performance Measures	FY 15 Actual	FY 15 Estimated	FY 16 Actual	FY 16 Estimated	FY 17 Estimated
1	Citations	113	121	500	750	
2	Work Orders Issued	45	48	50	75	
3	Court Cases	5	6	20	40	
4	Municipal Infractions Issued	10	11	15	150	

### **SALARY**

This line item represents fund allocated for the salary paid to 1 full time employee.

Code Enforcement Officer                      \$34,986

### **TRAINING AND STAFF DEVELOPMENT**

Funds in this line item would be used to provide training to enhance skills in the following areas: 1)Property Maintenance 2)Housing Inspection 3)Zoning Inspection 4)Report Writing



# *Nuisance & Abatement*

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
<b>NUISANCE ABATEMENT</b>					
6-6100	Salary	34,974	45,469	24,712	45,926
6-6000	Cost of Living		455		459
6-6105	FICA	2,880	3,757	2,039	3,548
6-6110	Workmen's Compensation		105	(57)	105
6-6112	Maryland Unemployment	600			
6-6250	Association Dues		100		100
6-6600	Training and Staff Development	40	2,000	50	2,454
6-6650	Uniforms				500
6-6975	Field Supplies				664
<b>Total</b>		<b>38,494</b>	<b>52,340</b>	<b>26,744</b>	<b>53,756</b>

**Mission Statement:**

The mission statement of the Nuisance Abatement is to improve the quality of life for residents by identifying and abating nuisance conditions that cause blight conditions within the City of Seat Pleasant.

**Goals and Objectives For Fiscal Year 2016**

- Remove fire damaged, dilapidated, blighted building from the City by process of court adjudication
- Educating residents about city ordinances through the monthly publishing of the newsletter
- Improve master listing of owners, addresses and phone numbers of all rental and vacant properties
- Minimize loitering, squatting and vagrants occurrences with the City
- Create a monitoring system for crime and dumping
- Present background information necessary to assist with the creation of nuisance related ordinances
- Continue to notifying Pepco of dim or out street lights
- Remove fire damaged, dilapidated blighted buildings from the city.
- Vehicles, vacant buildings, accumulations of deposits, loiters and vagrants
- Will continue to collect input directly from citizens of the community through direct communication and telephones complaints to decrease chronic nuisances.

**Significant Accomplishments:**

- 142 complaints abated 98% of citizen's complaint on the Complaint Tracking Database (i.e. vacant/abandoned properties, abandoned/junked vehicles, trash and debris).
- Received the Prince George's County Civilian of the Year Award
- Continued community-oriented strategy
- Utilized information provided directly from residents obtain from phone calls to neutralize chronic nuisance problems
- Reduced abandoned properties from 146 to 125
- Assisted with identifying hardware to upgrade Nuisance Abatement and Code Enforcement departments
- Wrote over 2,703 violations letters and cleared 95% of the properties with violations

PERFORMANCE MEASURES						
#	Performance Measures	FY 15 Actual	FY 15 Estimated	FY 16 Actual	FY 16 Estimated	FY 17 Estimated
1	Nuisance Properties	13	14	10	11	11
2	Violation Letters	1,143	1,200	1,064	1,138	1,100
3	Court Cases	7	8	49	52	45
4	Municipal Infractions	64	67	12	13	60
5	Work Orders	162	170	62	66	140

**SALARY**

This line item represents funds allocated for a Nuisance & Abatement Coordinator.

The Nuisance & Abatement Coordinator salary is: \$45,924.

**COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase for the current staff.

**TRAINING AND STAFF DEVELOPMENT**

Funds in this line item would be used to provide training to enhance skills in the following areas: 1)Storm Water Management 2)Mosquitoes Control 3)Bed Bugs 4)Foreclosure Registry 5)Report Writing







# *Community Services*

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 7 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
	<b>COMMUNITY SERVICES ADMINISTRATION</b>				
9-5100	Salaries	25,311	32,968	23,042	83,301
9-5000	Cost of Living	171	330		833
9-5001	Salaries Upgrade				
9-5105	FICA	1,720	2,827	1,592	6,666
9-6017	Contractual Services				
9-5110	Workmen's Compensation	8,317	630	(336)	630
9-5112	Maryland Unemployment	472			
9-5114	Health Insurance	1,812			
9-5600	Training and Staff Development	453	2,000	232	2,500
	<b>Subtotal</b>	<b>38,256</b>	<b>38,755</b>	<b>25,857</b>	<b>93,930</b>
	<b>COMMUNITY SERVICES SOCIAL SERVICES</b>				
9-5113	Summer Youth Training	9,932	11,000	7,384	11,000
9-5233	Emergency Contingencies		1,220		1,220
	<b>Subtotal</b>	<b>9,932</b>	<b>12,220</b>	<b>7,384</b>	<b>12,220</b>
	<b>COMMUNITY SERVICES EDUCATION &amp; RECREATION</b>				
9-5231	Community Service Partnership		3,600		4,100
9-5232	Community Service Events	11,214	26,100	12,122	27,650
9-5233	Community Ward Events		7,000		7,000
9-5350	Activity Center Insurance	338	7,000		7,000
9-6117	Seat Pleasant Elementary		10,000		5,000
9-5425	Newsletter	14,519	25,000	12,377	25,000
9-6234	Activity Center Educational Prgs.		5,000		2,500
9-6240	Advertising for Events		5,000	127	5,000
	<b>Subtotal</b>	<b>26,071</b>	<b>88,700</b>	<b>24,626</b>	<b>83,250</b>
<b>Total</b>		<b>74,259</b>	<b>139,675</b>	<b>57,867</b>	<b>189,400</b>

**Mission Statement:** To provide individuals and families with the City with programs those enhance everyday living and learning.

**Goals and Objectives:**

1. Begin partnering with Prince Georges County local officials to help develop programs in needed areas such as Family and Social Services, Housing and Community Development and Community Relations
2. Expand programs that have incentives such as education improvement, home and neighborhood beautification, health information and disease prevention.
3. Compose marketing ideas and strategies to increase community awareness of program and events
4. Improve the content and structure of monthly newsletter to include information addressing residents concerns as well as promote information about City events and activates
3. Speak with principals of Seat Pleasant Elementary School, Carmody Hills, G. James Gholson Middle School, Fairmont Heights and Central High School regarding planning possible events at their schools
4. Utilize more social media to share positive images about City activities and functions (Facebook and Twitter)

**SIGNIFICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2016**

1. Newsletter was submitted to the printer on time every month
2. Hosted very successfully Veteran Day program attended by many veterans and guest
3. Held informational sessions for residents about Medicaid/Medicare and Register of Wills
4. Oversaw the Summer Youth Training Program that provided an introduction to a business work environment for area school children
5. Once again partnered with AARP to provide free tax preparation for citizens
6. Came in under budget for the second year in a row for Seat Pleasant Day

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	On time production of Newsletter	9 months	9 months	10 months	11 months	12 months
2	Increase attend at community sponsored events	20%	20%	25%	25%	30%
3	Increase citizen rating of community sponsored events	25%	50%	75%	75%	100%

**SALARIES**

The Budget for Community Services Department consists of:

Director of Community Services	\$50,000
Administrative Assistant	\$33,301

**COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase for the current staff.

**SUMMER YOUTH PROGRAM**

This line item represents fund allocated to leverage City funds with outside sources to train youth to develop job marketing skills.

**EMERGENCY CONTINGENCIES**

This line item represents funds allocated to provide cash and non-cash assistance to needy citizens. The non-cash assistance would focus on workshop on Empowerment and Financial Management.

**COMMUNITY WARD EVENTS**

This line item reflects funds allocated for the Mayor and Council sponsored events in each of the City's wards. Each council member is limited to one event. All events must be coordinated with the community services coordinator. No funds can be expended from this line item without the city council approval.

**COMMUNITY EVENTS**

This line item represents fund allocated for city sponsored events. These events include the following scheduled activities:

#	Event Category	Description of Activities	Amount
1	Seat Pleasant Day	Yearly celebration of the incorporation of the City held in Goodwin Park where music, food, vendors and other activities are available to the residents	\$15,000
2	Community Ward Events	Yearly festival or celebration sponsored in each ward offering residents a safe and enjoyable "block part" like atmosphere	\$7,000
3	Black History	Activities centering on promoting awareness of the achievements of blacks	\$1,700
4	Veteran's Day Program	Yearly ceremony honoring Seat Pleasant residents and others those who severed in the Air Force, Navy, Army, Marines and National Guard.	\$2,000
5	Nation Night Out	Yearly event focused on promoting public safety awareness in the community	\$2,000
6	Other Events	Shredding Event, Thanksgiving Baskets, Financial Fitness Seminar, AARP, Pre-Employment Seminar, Career Fair and College Preparation Session	\$2,050
7	Back to School Night	Help prepare elementary children for school by providing basic school supplies, book bags, tablets and also providing entertainment during the event	\$2,000
8	Summer Music Event	Introduce residents to arts through music and provide a platform for emerging artist to share their talents with the community residents	\$2,000

**ACTIVITY CENTER INSURANCE**

This line item represents fund allocated for the cost of insurance for the building and content.

**SEAT PLEASANT ELEMENTARY SCHOOL**

This line item represents funds allocated for the Seat Pleasant Elementary School. No funds are to be expended from this line item until there is a request in writing from the Principal stating how the funds will be utilized and the Mayor and City Council has agreed upon a date and format for an awards ceremony.

**COMMUNITY SERVICES PARTNERSIP**

This line item reflects funds allocated for City sponsored Health Summit.

**TRAINING AND STAFF DEVELOPMENT**

Funds in this line item would be used to provide training for the employee that will help improve his/her skills set in the following areas: 1) Event Planning, 2) Emergency Planning Seminars, 3) Volunteer Participation Seminars , 4) Report Writing, 5)Project Management, 6) Adobe Photoshop for the enhanced creation of flyers and literature.



# *Public Works*

**CITY OF SEAT PLEASANT, MARYLAND**  
**APPROVED**  
**FY2017 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
<b>PUBLIC WORKS DEPARTMENT ADMINISTRATION</b>					
10-5100	Salaries	254,359	498,335	316,949	510,952
10-5000	Cost of Living		5,453		5,110
10-5101	Overtime	7,647	10,000	11,030	10,000
10-5101EO	Event Overtime		3,000	1,327	3,000
10-5105	FICA	43,844	43,356	36,326	40,244
10-5114	Group Insurance	9,987			
10-5110	Workmen's Compensation	63,036	22,336	(11,986)	22,336
10-5112	Maryland Unemployment	(1,523)	5,256		5,256
10-5350	Insurance - General Liability	23,344	27,979	29,896	27,979
10-5600	Training and Staff Development	349	5,000	845	5,000
10-5650	Uniforms	4,515	5,000	2,049	5,000
10-5651	Work Shoes		1,000	1,000	1,000
	<b>Subtotal</b>	<b>405,558</b>	<b>626,715</b>	<b>387,436</b>	<b>635,877</b>
<b>PUBLIC WORKS STREETS AND LIGHTING</b>					
10-5275	Equipment Maintenance	1,469			4,000
10-6040	Street Materials and Supplies	(175)	4,000		
10-6058	Traffic Control Signs	471	1,500	1,965	1,500
10-6055	Street Names Signs				
10-5950	Capital Outlay ***		45,000	55,781	45,000
	<b>Subtotal</b>	<b>1,765</b>	<b>50,500</b>	<b>57,746</b>	<b>50,500</b>
<b>PUBLIC WORKS BUILDING MAINTENANCE</b>					
10-5201	Gaskins Property Maintenance	1,535	15,000	860	15,000
04-5200	City Hall Maintenance		5,000	4,040	5,000
10-6018	Janitorial Cleaning Contract				24,000
10-5200	Garage Maintenance	679	18,000	11,953	18,000
10-5375	Janitorial Supplies	4,944	6,000	4,371	6,000
	<b>Subtotal</b>	<b>7,158</b>	<b>44,000</b>	<b>21,224</b>	<b>68,000</b>

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 7 MONTHS ACTUAL</b>	<b>FY 2016 APPROVED BUDGET</b>	<b>FY 2016 8 MONTHS ACTUAL</b>	<b>FY 2017 APPROVED BUDGET</b>
	<b>PUBLIC WORKS WASTE COLLECTION &amp; DISPOSAL</b>				
10-6046	Environmental Cleanup				
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>PUBLIC WORKS HORTICULTURE &amp; PARK MAINTENANCE</b>				
10-5215	Park Maintenance	4,724	5,000		5,000
10-5300	Field Supplies	3,191	3,000	3,405	5,000
10-5675	Goodwin Park Utilities				
10-6025	Plant Materials	1,922	25,000	6,641	25,000
10-6025	Goodwin Park Plantings				
10-6127	Beautification Committee				
	<b>Subtotal</b>	<b>9,837</b>	<b>33,000</b>	<b>10,046</b>	<b>35,000</b>
	<b>PUBLIC WORKS FLEET MAINTENANCE</b>				
07-5325	Gasoline – Police	41,498	32,361	17,013	32,361
10-5325	Gasoline – Public Works	16,403	15,758	9,736	15,758
07-5175	Vehicle Maint. – Police	30,789	35,000	34,197	35,000
10-5175	Vehicle Maint. – Public Works	19,062	25,000	17,115	25,000
10-5178	Decals & Painting				
10-5260	Eq Maintenance	17,757	12,864	8,661	12,864
	<b>Subtotal</b>	<b>125,509</b>	<b>120,983</b>	<b>86,722</b>	<b>120,983</b>
	<b>Total</b>	<b>549,827</b>	<b>875,198</b>	<b>563,384</b>	<b>910,360</b>



\*\* This line item was moved to the Capital improvement and Outlay section on pages 46 – 48.

**Mission:**

The mission of the Public Works department is to provide services to the City of Seat Pleasant by maintain and improving the City facilities, roadways, parks and other public areas along with providing leaf collection and snow removal.

**Goals and Objectives:**

- Enhance Customer relations by openly and transparently publicizing various Public Works Programs in addition to keeping residents informed of specific construction projects near their residential neighborhoods.
- Aggressively promote workplace safety by conducting general and specific safety training for all Public Work Employees in addition to maximizing loss prevention by monitoring and reviewing vehicle and personnel accidents to identify cause of the accident. Also will be conducting on site safety inspections.
- To provide continuous quality employee training based upon the work environment offered through Commercial and College Customer Service Academy program and other sources.
- Explore technological-driven applications such as work order system, fuel dispensing system, job costing system and other electronic applications to efficiently operate the Public Works department.
- Improve fleet maintenance management by decreasing repair down time so vehicles and equipment are available for core services to all departments
- To providing sanitation services that are intended to collect waste and recycle those items that are eligible for recycling in accordance with all city, county and state laws
- Continue the new 2 day street sweeping schedule.
- Safely remove hazardous or fallen trees and tree limbs throughout the City

**Significant Accomplishments:**

- Completed installation of hydraulic lift for making in-house repairs to the vehicle fleet that is intended to reduce repair cost and reliance on outside repair shops
- Completed PY39 CDBG Street repairs (G Street and 69<sup>th</sup> Street)
- Acquired 165 gallon mobile water used for maintaining the City's beautification program along Martin Luther King, Jr. Highway
- Worked closely with the City Administrator to develop the basic structure for the conceptual phase of the Government City Center
- Installed new insulated garage door on Public Works building
- Acquired hot water pressure machine to clean hazardous spills, salt off trucks and graffiti from government building
- Finalized work on the Police Modular per mandatory referral

PERFORMANCE MEASURES						
#	Performance Measures	FY 15 Actual	FY 15 Estimated	FY 16 Actual	FY 16 Estimated	FY 17 Estimated
1	Work Orders	84	80	20 YTD	35	30
2	City Trash Collection (by tons)	167	200	205 YTD	300	430
3	Street Sweeper Cleaning(by miles)	1,286	1,300	623 YTD	1,250	1,300

### **SALARIES**

This line item represents funds allocated for the salaries of the following member of the Public Works:

Director	64,293
Auto Mechanic/Fleet Manager	52,000
Foreman	44,158
Laborer/Maint. Lead Worker I	37,461
CDL Driver	37,710
Laborer/Street Sweeper CDL	35,568
Laborer/Maintenance Worker	31,200
Administrative Assistant	33,821
Laborer/Maint. Supervisor I	40,269
Laborer/Maintenance Worker	25,210
Laborer/Landscape Gardner	27,581
Laborer/Maintenance Mechanic	31,200
Laborer/Maintenance Worker III	26,790
Level 1 Labor/Gardner	23,691

### **COST OF LIVING**

This line item represents funds allocated for a 1% cost of living increase for the current staff.

### **OVERTIME**

This line item compensates Public Works Staff for work essential to complete assignments, and pre-approved by the City Administrator

### **TRAINING AND STAFF DEVELOPMENT**

Funds in this line item would be used to provide training for employees that will help improve his/her skill set in the following areas: 1) HVAC trade training, 2) Automotive Certification, 3) Storm Water Drain Off, 4) Report Writing, 5) Time Management and 6) Public Works Conference.

### **UNIFORMS**

This line item represents funds allocated to cover cost of providing shirts, pants and jackets.

### **BOOTS**

This line item represents funds allocated for work shoes for eleven public works workers.

### **ENGINEERING SERVICES**

This line item reflects funds allocated for Engineering Services for pedestrian's safety activities throughout the city. This represents the match funds to be used to apply for a larger pool of Federal Funds available in this area. This line item has been transferred to the Speed Camera Section of the City's Budget.

### **STREET REPAIRS**

This line item represents funds allocated to cover street and sidewalk work paid by the City funds, and generally performed under contract. A smaller amount within this item will be used for sealing cracks and other maintenance work by Public Works staff. This line item has been transferred to the Speed Camera Section of the City's Budget.

### **STREET MATERIALS & SUPPLIES**

This line item represents funds allocated for street maintenance materials, such as road salt for road and sidewalk traction during inclement weather. Supplies will also include traffic safety devices such as warning signs, construction signs, and traffic cones.

### **TRAFFIC CONTROL SIGNS**

This line item represents funds allocated for replacement and repair of traffic control signs, plus the continuing upgrade to more night visible diamond grade stop signs.

### **STREET LIGHTING**

This covers payment to PEPCO for existing lighting. This line item has been transferred to the Speed Camera Section of the City's Budget.

### **STREET SIGNS**

This allocation will fund continuation upgrade or replacement of street signs in the city and the installation of entrance signs and directional signs.

### **SNOW REMOVAL**

This line item funds all snow related cost incurred by the City. This line item has been transferred to the Speed Camera Section of the City Budget.

### **TREE REMOVAL**

This line item funds all cost resulting from the removal of potentially unsafe living or dead trees, tree limbs or tree stumps. This line item has been transferred to the Speed Camera Section of the City Budget.

### **PAVEMENT MARKINGS**

This line item represents funds allocated for continuation of City pavement marking program to comply with MUTCD requirements. Marking will include stop lines, crosswalks, and school crossings. This line item has been transferred to the Speed Camera Section of the City's Budget.

### **JANITORIAL CLEANING CONTRACT**

This line item represents funds allocated for the contracting out of janitorial services.

**CITY HALL MAINTENANCE**

This line item represents funds allocated to sustain, repair and secure City Hall

**GARAGE MAINTENANCE**

This line item represents funds allocated to sustain, repair and secure the Public Works garage.

**JANITORIAL SUPPLIES**

This line item represents funds allocated for the purchase of cleaning products, paper products, waxing products, and cleaning supplies.

**BROWN STATION LANDFILL**

This line item represents an estimate of the annual cost of dumping materials at the County landfill. This line item has been transferred to the Speed Camera Section of the City Budget.

**PLANT MATERIALS**

This line item represents funds allocated for shrubbery, flowers, grass seed, mulch, and other materials for the beautification program.

**FIELD SUPPLIES**

This line item represents funds allocated to purchase weed killer and other supplies for the beautification program.

**GASOLINE**

This line item represents funds allocated for gas usage by the department's vehicles.

**VEHICLE MAINTENANCE**

This line item represents funds allocated to reflect maintenance and routine/minor repair of the department's vehicles as well as unanticipated repairs of a substantial nature.

**EQUIPMENT MAINTENANCE**

This line item represents funds allocated to reflect maintenance cost of specialized equipment other than automobiles and trucks, such as lawnmowers, weed eaters, and blowers

**MOSQUITO CONTROL**

This line item represents funds allocated for an abatement program.

**CAPITAL IMPROVEMENTS**

All capital outlay and improvement items are reflected in the Capital Improvement and Outlay Section of the City's Budget.

**DECAY & PAINTING**

This line item reflects funds to rustic color vehicles and to refurbish The City Seal.

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 7 MONTHS ACTUAL</b>	<b>FY 2016 APPROVED BUDGET</b>	<b>FY 2016 8 MONTHS ACTUAL</b>	<b>FY 2017 APPROVED BUDGET</b>
	<b>COMMUNITY DEVELOPMENT EXPENDITURES</b>				
14-8500	Street Improvements		118,000		150,000
	<b>Totals</b>		<b>118,000</b>		<b>150,000</b>



# *Enterprise Funds*

**CITY OF SEAT PLEASANT, MARYLAND  
APPROVED  
FY2017 EXPENDITURES BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 7 MONTHS ACTUAL</b>	<b>FY 2016 APPROVED BUDGET</b>	<b>FY 2016 8 MONTHS ACTUAL</b>	<b>FY 2017 APPROVED BUDGET</b>
	<b>REFUSE COLLECTIONS EXPENDITURES</b>				
13-7600	Trash Collection Recycling Contract	115,837	199,719	177,224	277,200
13-7601	Proceeds to the General Fund	30,008	51,739	34,493	0
	<b>Totals</b>	<b>145,845</b>	<b>251,458</b>	<b>211,717</b>	<b>277,200</b>
	<b>REFUSE COLLECTIONS REVENUES</b>				
4150-00	Sanitation and Recycling Fees	251,458	251,458	188,594	277,200
	<b>Totals</b>	<b>251,458</b>	<b>251,458</b>	<b>188,594</b>	<b>277,200</b>

# FISCAL YEAR 2017

## CAPITAL IMPROVEMENT AND OUTLAY PLAN

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Funding Source	FY 2016 APPROVED BUDGET	FY 2017 APPROVED BUDGET
	<b>Capital Improvements:</b>			
4-5975-LA	Land Acquisitions and Demolition	Loan/Lease		
4-5975-CH	City Hall	Loan/Lease		
10-5975-DA	Demolition & Acquisition of Houses	Loan/Lease		
10-5950	Public Works	Loan/Lease	150,000	
10-5950-FS	Public Works– Fuel System	Loan/Lease	195,000	30,000
7-5975-PV	Police – Police Vehicles	Loan/Lease	100,000	136,249
7-5975-PS	Police Station	Loan/Lease	45,000	
4-5950-CL	Finance – Biometric Time Clock	Loan/Lease	75,000	2,890
4-5950-CT	Technology Upgrades (admin, finance &council)	Loan/Lease	30,000	9,000
4-5950-CL	Capital Lease of Telephones	Loan/Lease		24,000
10-5950-FC	Feggans Center	Loan/Lease	25,000	15,000
4-5975-FD	Office Repairs/Furniture	Loan/Lease	500,000	
4-5976	Clerk Capital Equipment	Loan/Lease	10,000	20,000
8-5975-TW	Codes Equip. (Handheld Ticket Writer)	Loan/Lease	8,000	13,469
7-5950-BC	Police Body Cameras	Prior Year Reserve		44,070
13-5950-TC	Trash Cans	Loan/Lease		70,000
	<b>Totals</b>		<b>1,138,000</b>	<b>364,678</b>

In preparation of the FY 2017 budget, the following capital improvement and capital outlay projects totaling \$364,678 was reviewed and recommended. These projects will be funded with long term funding.

A current summary of the capital improvement and capital outlay projects are included in this section. The projects in the Capital Improvement and Capital Outlay Program were prioritized by City Administrator, City Treasurer and Assistant Treasurer based on staff input.



All project activity must be approved by the City Council. The projects for the Capital Improvement Plan totaling \$364,678 are listed below.

**1. Public Works Equipment**

In order to provide better control of fuel consumption, Public Works will be modernizing its fuel dispensing system used to fuel the City's vehicle fleets. This system will improve the dispensing and reporting of all fuel usage. The projected cost is \$30,000 for the hardware and software.

**2. Police Vehicles**

This cost includes the estimated price for the purchase of 10 new police cruisers and 2 four wheel drives vehicles. This purchase shall include a bumper to bumper maintenance plan which should eliminate repair cost resulting from normal wear and tear. This saving is projected to be \$35,000 in vehicle maintenance per year for the next three years. The estimated cost is \$136,249 for the vehicle purchase.

**3. Finance – Biometric Time Clock**

This line item represents funds allocated for the acquisition of a new time clocks that work by using finger prints or other biological markers. This technology will ensure that all employees are properly clocking in and out during their required work hours. The estimated cost is \$2,890.

**4. Capital Lease of Telephones**

This entails the cost associated with the purchase of the telephones system. The estimated cost is \$24,000.

**5. Feggan Center**

This line item represents funds allocated for the development of conceptual drawing, presentations and other abstract rendering needed to facilitate the discussion on possibly building a new government center.

**6. Clerk – Capital Expenditure**

This line will fund the cost for the update of the audio equipment for council chambers, laptop and Codification of the City Charter. The estimated cost is \$20,000.

**7. Codes – Handheld Ticket Writer**

This line item represents funds allocated for the purchase of two handheld ticket writers to be used for the enforcement of codes and nuisance abatement. This device will allow the user while still in the field to wireless record, store and transmit violation data, print and issue ticket and document the scene with pictures. The handheld ticket writer should improve the overall code and nuisance abatement departments by streamlining through automation. The estimated cost is \$13,469.

**8. Technology Upgrade**

This line item represents funds allocated for the purchase of laptops for Administration, Finance and the Council. Additionally, one desk top will be purchased for the Finance department due the extensive volume of data processing on the computer memory.

**9. Police Body Cameras**

This line item represents funds allocated for the purchase of police body cameras and the auxiliary equipment necessary to operate the camera system. The proceeds from the prior year's seizure funds in the amount of \$44,070 will be used procure the police body cameras.

**10. Roll-Out Trash Carts**

This line item in the amount of \$70,000 represents funds allocated for the purchase of sanitation receptacles.

# FISCAL YEAR 2017

## SPEED CAMERA SECTION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2015 7 MONTHS ACTUAL	FY 2016 APPROVED BUDGET	FY 2016 8 MONTHS ACTUAL	FY 2017 APPROVED BUDGET
	<b>Speed Camera:</b>				
9-5234	Fire Department Contribution		15,000		10,000
10-5950	PW - Capital Outlay	42,448			0
10-6035	Street Repairs and Resurfacing	2,531	10,000	6,312	10,000
10-6049	Street Lighting	41,831	62,709	18,947	62,709
10-6056	Pavement Marking	340	5,420		5,420
10-6057	Snow Removal	9,044	10,000	15,834	10,000
10-6129	Tree Removal	12,200	20,000	11,770	20,000
10-6046	Brown Landfill	712	15,000	5,487	15,000
10-6045	Mosquito Control	1,478	1,500		1,700
10-6016	Engineering Services	22,415	25,000	5,554	25,000
10-6049	Citywide Decorative & Ornamental	19,300	17,500		0
	Street Lighting				10,000
10-6025	Signs	88	10,000	2,250	0
7-5950	Police – Vehicles & Radios				
		<b>152,387</b>	<b>209,629</b>	<b>66,154</b>	<b>169,829</b>

Speed Camera Balance    \$271, 361

Note: As part of the administration of the speed camera program, cost allocations have been developed to identify cost that relate to the processing of speed camera tickets. Percentages based upon time allocations are applied against salaries and benefits of certain police and finance personnel along with other ancillary amounts to separate out the cost of operating the speed camera program.

In preparation of the FY 2017 budget, the following line items were reviewed and are approved for funded with Speed Camera Funds and General Funds.

### **FIRE DEPARTMENT CONTRIBUTION**

This line item represents funds allocated for the Volunteer Fire Department. No funds are to be expended from this line item until there is a request in writing from the Volunteer Fire Department and the Mayor and City Council has agreed upon a date and format for an awards ceremony.

**STREET REPAIRS**

This line item represents funds allocated to cover street and sidewalk work paid by the City funds, and generally performed under contract. A smaller amount within this item will be used for sealing cracks and other maintenance work by Public Works staff.

**CITYWIDE DECORATIVE AND ORMENTIAL STREET LIGHITNG**

This line item represents funds to provide decorative lighting all over the City.

**ENGINEERING SERVICES**

This line item reflects funds allocated for Engineering Services for pedestrian's safety activities in the City and to conduct a survey of the City's street lights.

**PAVEMENT MARKINGS**

This line item represents funds allocated for continuation of City pavement marking program to comply with MUTCD requirements. Marking will include stop lines, crosswalks, and school crossings.

**SNOW REMOVAL**

This line item funds all snow related cost incurred by the City.

**TREE MOVAL**

This line item covers all cost resulting from the removal of potentially unsafe living or dead trees, tree limbs or tree stumps.

**BROWN STATION LANDFILL**

This line item represents an estimate of annual cost of dumping materials at the county landfill.

**MOSQUITO CONTROL**

This line item represents funds for an abatement program.

**STREET LIGTING**

This line item represents funds for the operational cost of the City Street lights.

**STREET SIGNS**

This line item reflects funds allocated to purchase signs denoting illegal/trash clearing signs.

# Reserve Fund Balance

#	Fund	Description	Amount
1	Money Market Account	The City's main surplus reserve funds held in the form of money market accounts managed by PNC Capital Advisors, LLC held in the Maryland Local Government Investment Pool (MLGIP)	\$1,035,346
2	Certificate of Deposits (CDs)	Surplus reserve funds held in the form of certificate of deposits held in Nations Bank	\$237,354
3	Police Seizure Fund	Amounts confiscated and forfeited by law enforcement resulting from potential illegal activities that once found guilty in court become part of the City's general fund	\$44,070
4	Speed Camera	Funds collected from violations for speeding tickets issued in the City's established school zone	\$271,361
5	Cash Operating Account	Funds used for the operation of governmental functions of the City	\$1,009,164
6	Gaskins Property	Funds relating to the acquisition and upkeep of the rental investment property that includes a barbershop, beauty shop and a church that is owed by the City	\$30,899
Total Reserve Fund Balance as of 3/31/2016			2,628,194

# CENTRAL STORES

## A. Purpose

The purpose of Central Stores is to provide supplies and materials required and used in the operation of the City on a daily and more effective basis. Determination of items to be stocked in Central Stores will be based on amounts and timeliness of usage. Central Stores should ideally meet an average turnover ratio of two times per fiscal year. Central Stores is a revolving revenue account which operates on a percentage basis mark-up to cover actual costs involved.

## B. Procedure

1. Anyone wishing to stock new items into Central Stores will need to fill out a Central Stores Stock Item Request Form. They will need to provide the rationale for having these as Stores items, the estimated shelf life for these items (i.e. how soon will they become obsolete), the difficulty or ease of obtaining these items, whether an item would constitute an emergency item, and the stock level and re-order point that should be attached to the item. If it is determined that an item will be stocked the form will be signed and dated by both the requesting department and the Central Stores Purchasing Agent with all of the pertinent information included.

When a department has knowledge that an item will become obsolete or discontinued they should immediately notify Central Stores. At the end of each year all Store items will be evaluated to determine if they continue to meet the criteria necessary to remain in the inventory. Those criteria will be primarily defined as turnover rate and/or critical nature of the items. If it is determined that the stock levels are too great or that an item either through obsolescence or lack of use should be discontinued or reduced then the requesting department will be billed for these items. These items will then be delivered to that department.

The Stores Purchasing agent will regularly monitor all re-orders and determine whether an item should remain in the inventory at a reduced amount or be deleted. Any changes in stocking will be communicated to the requesting department. The department head will have the opportunity to discuss this with the Stores personnel prior to the change.

2. Central Stores is closed the last two working days of each fiscal year for a complete inventory. During this time no requisitions will be filled.

3. Items that through damage, loss, or extended shelf life become unusable are deleted through an inventory adjustment.

4. All other adjustments to inventory must also have the approval of the Store Purchasing Agent

# **CENTRAL STORES – PURCHASING AND ORDERING**

## **A. Procedure**

1. All purchasing for Central Stores will be done by the Treasury Department for the purpose of making said purchases.
2. All items to be stocked in Central Stores must have the signature of the City Administrator, prior to acquisition.
3. Requisition by the Departments of any item from central store will be tracked and monitored by the Administrative Assistant to the City Administrator
4. Any item request from the central stores must be identified on a requisition form signed by the Department Head and the City Administrator
5. Any deviation of purchases from established stock levels, reorder points and/or description items must have the approval of the City Administrator before any action is taken.

# GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to public accounting and budgeting. This glossary has been prepared to assist the reader in understanding these terms when reviewing this budget.

**ACCRUAL ACCOUNTING** – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

**REAL PROPERTY TAXES** – Commonly referred to as property taxes, these are the charges levied on all homes, and land, according to the property's assessed valuation and tax rate.

**PERSONAL PROPERTY TAXES** – Commonly referred to as equipment taxes, these are the charges levied on all business equipment, and inventory, according to the property's assessed valuation and tax rate.

**AGENCY FUND** – A fund used to account for assets held by the City as an agent for individuals, private organizations, other governments and/or other funds; for example, Good Samaritan Contribution.

**APPROPRIATION** – A legal authorization granted by the City Council which passes a budget ordinance to make expenditures and to incur obligations for specific purposes. An appropriation is limited as to both time and amount and to when it may be expended.

**APPROPRIATION ORDINANCE** – The official enactment by the City Council to legally authorize the City staff to obligate and expend the resources of the City.

**ASSESSMENT** – Valuing property for purposes of taxation. This is performed by the State Department of Assessments and Taxation.

**BUDGET** – A plan of financial operation containing an estimate of approved expenditures for a given period of time and the approved means of financing them. The term usually indicates a financial plan for a single fiscal year. It is usually necessary to specify the budget under consideration whether it is preliminary and tentative or whether it has been approved by the governing body, the City Council.

**BUDGETARY BASIS** – The City prepares its budget in conformity with the State of Maryland Manual of Uniform Financial Reporting. As part of its budgeting process it includes a portion of the fund balance that has been accumulated in prior years. In this manner, tax levies are minimal and all available resources are used.

**BUDGET CALENDAR** – The schedule of key dates set forth for the preparation and ultimate adoption of the budget.

**CAPITAL OUTLAY** – Expenditures which result in the acquisition of an addition to fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than five years.

**CAPITAL IMPROVEMENT** – Expenditures which results in extending the useful life of a fixed asset.

**DEPARTMENT** – A major organizational unit of the City with overall responsibility for one or more activities or functions of the City.

**ENTERPRISE FUND** – A fund which totally supports its services from fees or charges.

**ESTIMATED REVENUE** – The amount of projected revenues to be collected during the fiscal year.



**FEES** – A general term used for any charge levied by the City associated with providing a service or permitting an activity. Major types of fees include building permit fees, and refuse collection fees.

**CDC** – An abbreviation for Community Development Corporation

**UDAG** – An abbreviation for Urban Development Action Grant

**LLEB** – An abbreviation for Local Law Enforcement Block Grant

**NR GRANT** -- An abbreviation for Natural Resource Grant